



**Australian Government**

# **ICPPRN285 Use digital workflow**

**Release: 1**

## ICPPRN285 Use digital workflow

### Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to apply digital workflow from concept stage to completion and delivery. It focuses on a basic knowledge and application of digital work processes, where another person is responsible for overall planning.

It applies to individuals working under supervision in any type of digital production area.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

### Unit Sector

Printing

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for digital workflow	1.1 Job requirements are obtained, correctly interpreted and confirmed 1.2 Digital work processes required for completing the job are identified and recorded 1.3 Equipment and materials are selected to meet job requirements 1.4 Software appropriate to the work application is selected 1.5 Safety requirements are followed according to safety plans and policies
2. Follow digital workflow	2.1 Work is performed in a logical and efficient sequence 2.2 Problems are identified and solutions found within scope of role based on knowledge of digital process

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	2.3 Tasks are completed and checked for compliance against work instructions
3. Maintain the workplace	3.1 Work area is cleared and materials disposed of or recycled in accordance with environmental management plan 3.2 Equipment is cleaned, checked, maintained and stored according to manufacturer's recommendations and standard work practices

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1, 1.5, 3.1	<ul style="list-style-type: none"> <li>Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications</li> </ul>
Writing	1.2	<ul style="list-style-type: none"> <li>Completes job documentation in a style appropriate to audience and purpose</li> </ul>
Oral Communication	1.1, 1.3, 1.5, 3.1, 3.2	<ul style="list-style-type: none"> <li>Receives and passes on straightforward messages</li> </ul>
Numeracy	1.5	<ul style="list-style-type: none"> <li>Interprets and analyses a range of mathematical information used in familiar and routine tasks</li> </ul>
Navigate the world of work	1.1-1.5, 2.1, 2.2, 3.1, 3.2	<ul style="list-style-type: none"> <li>Recognises and follows explicit and implicit protocols including work health and safety (WHS) requirements associated with own role</li> </ul>
Interact with others	1.1, 2.2	<ul style="list-style-type: none"> <li>Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability</li> </ul>
Get the work done	1.1-1.4, 2.1-2.3, 3.1, 3.2	<ul style="list-style-type: none"> <li>Takes responsibility for planning and organising own workload including identifying and rectifying familiar problems</li> <li>Plans, identifies and assembles resources required to complete tasks</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
ICPPRN285 Use digital workflow	ICPPR285A Use digital workflow	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>